



*Town Of Miami Lakes*  
15150 NW 79 Court, Miami Lakes, FL 33016  
[www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)

## Job Openings

### Transportation Planning Intern

#### Town of Miami Lakes Transportation Demand Management Program

The Transportation Planning Intern will support the implementation of the Townwide Commute Trip Reduction Program with primary work responsibilities in support of the Town's Transportation Demand Management (TDM) program. Projects may vary during the course of the internship. The Transportation Planning Intern will be assigned research, marketing, and implementation of projects that require a variety of analytical, public speaking, and project management skills. The successful candidate should be able to perform the following functions:

- Analyze commuter data
- Develop promotional materials and articles to publicize the program to residents, major employers, and non-resident commuters
- Establishing content for Town website promoting the Commute Trip Reduction Program
- Build database of large employers, assess their willingness to partner and implement TDM strategies for employees
- Make public presentations to promote the program
- Schedule and Participate in meetings with TDM implementation partner organizations
- Contribute to efforts that integrate TDM into other transportation and Townwide initiatives including management assistance for the Town Transit program

**Requirements:** The successful candidate will have the following characteristics and skills:

- Full-time enrollment at a local university in an accredited undergraduate or graduate program in Urban Planning, or a related field.
- General understanding of the concepts and techniques of transportation demand management.
- General understanding of social marketing, project management and budgeting.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to research issues, identify alternatives and present conclusions.
- Ability to problem-solve and to complete projects within specified timeframes.
- Ability to establish and maintain effective working relationships with employees at all levels, with staff at partner organizations, and with the general public.

**Hours:** 15 - 20 hours per week, with the potential for additional hours – Part-Time, Hourly position.

**Pay:** DOQ

**To apply: Please forward letter of interest and resume before the closing date, to the Town of Miami Lakes via email to: [jobs@miamilakes-fl.gov](mailto:jobs@miamilakes-fl.gov)**

*The Town of Miami Lakes is an equal opportunity employer and a drug-free workplace. Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.*